

How to use the Moodle Book tool in your VLE course

The Moodle book tool enables you to create a series of web pages with a content menu and back and forward navigation buttons.

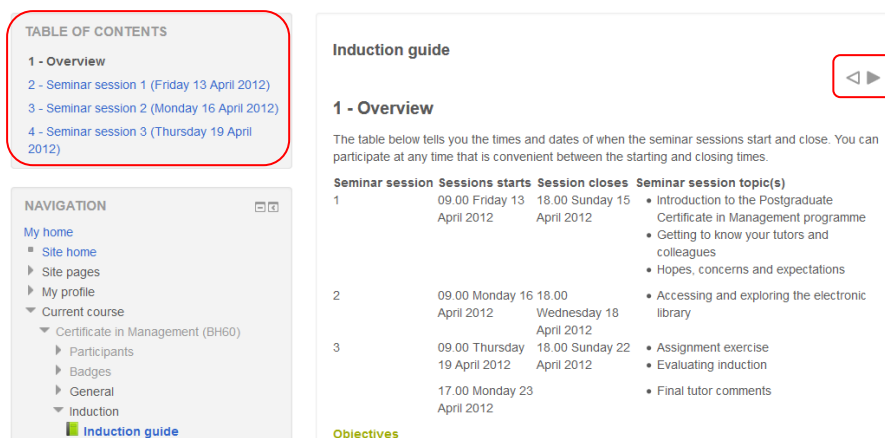


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Induction guide

1 - Overview

The table below tells you the times and dates of when the seminar sessions start and close. You can participate at any time that is convenient between the starting and closing times.

Seminar session	Sessions starts	Session closes	Seminar session topic(s)
1	09.00 Friday 13 April 2012	18.00 Sunday 15 April 2012	<ul style="list-style-type: none"> Introduction to the Postgraduate Certificate in Management programme Getting to know your tutors and colleagues Hopes, concerns and expectations
2	09.00 Monday 16 April 2012	18.00 Wednesday 18 April 2012	<ul style="list-style-type: none"> Accessing and exploring the electronic library
3	09.00 Thursday 19 April 2012	18.00 Sunday 22 April 2012	<ul style="list-style-type: none"> Assignment exercise Evaluating induction
	17.00 Monday 23 April 2012		<ul style="list-style-type: none"> Final tutor comments

Objectives



The web pages can be organised into multi-page resources which can include content copied from HTML or Word files. The book is not interactive but you can add text, images, links to URLs, links to discussion forums or quizzes and even multimedia objects like Flash movies. You cannot add files or folders to a book though.

The books are organised into chapters and subchapters but have no further levels. A chapter can have several subchapters but subchapters cannot have further subchapters. Books can be printed in their entirety or chapter by chapter.

Having turned editing on navigate to the section that you want to add your book to and then click on the **Add an activity or resource** link. Choose **Moodle Book** from the drop down menu and then click on the **Add** button.

Give your book a **Name** (this is the link that the students will click on to access your book from a particular section of the course).


Briefly describe the content of the book in the **Description** section and then choose how you want the chapters to be displayed from the **Chapter formatting** menu in the **Appearance** section. You have four options – **None**, **Numbers**, **Bullets** and **Indented**.

 Adding a new Moodle Book 

[Collapse all](#)



▼ General


Name*

Description* 

Display description on course page ☐

▼ Appearance


Chapter formatting  Numbers 

Custom titles  ☐

- 1) None – chapter and subchapter titles are not formatted. Use this option if you want to customise your chapter titles.
- 2) Numbers – chapters and subchapters are numbered sequentially.
- 3) Bullets – subchapters are indented and displayed with bullet points.
- 4) Indented – subchapters are indented.

If you *disable* **Custom titles**, the chapter title that appears in the content menu will appear as a header at the top of your chapter or subchapter page. If you *enable* **Custom titles**, you will be able to create a different title at the top of your chapter or subchapter page to the one that appears in the content menu (or display no title at all).

For the purposes of this guide we will not be looking at the **Common Module Settings** or the **Restrict Access** sections (or the **Activity Completion** section if it has been activated). Click on the **Save and return to course** button to complete the process. A link with a book icon will be added to your course.

  [Student programme guide](#) 

[Edit](#) ▼

To add your first chapter to your book click on the blue title of your book link (not the Edit link as this will take you back into the book edit settings screen).

To print a book or a chapter click on the **Print book** or **Print this chapter** link from the **Settings** section of the left hand menu. If these options are not visible then they have not been enabled for your current role.

For further information about how to add different types of content to your book chapters please see the document entitled *The Moodle text (or HTML) editor toolbar*.